

ADDITIONAL INFORMATION

PROJECT DATA BOOK

On some projects the appraiser may be asked to provide a sales data book which includes all sales data gathered in the development of the appraisals. The book shall be identified by the County and Project Number. The book shall include a sales map showing the location of all sales. The book shall be signed and dated. If additional sales are developed during the course of the appraisal assignment, copies of those sales shall be forwarded to the acquiring authority for inclusion in the book.

NUMBER AND SUBMISSION OF APPRAISAL REPORTS

An original and two copies of each appraisal report plus an extra Form 633-101 shall be prepared and submitted to the Chief Appraiser. The appraiser is advised to retain a copy for their files.

Contract appraiser's reports are submitted directly to the Appraisal Section unless delivery to another location is specified in writing by the Chief Appraiser.

REVISING THE APPRAISAL REPORT

➤ Minor Revisions

When the change causing the revision of an appraisal report is of a minor nature, either the appraisal reviewer or the appraiser may prepare the revision.

When the Chief Appraiser designates the review appraiser to prepare the revision, Form 633-501 will suffice. When assigned to an appraiser, a completed Form 633-301 will be prepared. The revision should identify the project and parcel, give the date of the appraisal that is being revised and explain the revisions and effect. The supplement should also state the before and after value as revised, the date of the revision and be signed by the appraiser. The review appraiser will attach this supplemental revision to the front of the original report. If the before and after values have changed, or if the

individual damage items have changed, new Appraisal, Allocation and Certification forms will be submitted by the appraiser or review appraiser. The revision shall be prepared in duplicate and submitted to the review appraiser.

➤ Major Revisions

When a change causing revision is major, the appraiser will revise the original appraisal. The appraiser will submit new sheets for those parts of the original report that require change. The revised sheets will include new Appraisal, Allocation and Certification forms. The review appraiser will insert the revised sheets in the proper order in each copy of the previous report. If a revision requires re-inspection of property, the appraiser shall offer the owner an opportunity to accompany on re-inspection.

➤ All Cases

Voided original sheets may be discarded when supporting information for the revision is contained elsewhere within the file.

UPDATING THE APPRAISAL REPORT

The Chief Appraiser may determine that material changes in the character or conditions of a property, information received from the owner, community or neighborhood events, or a significant delay since the time of the appraisal of the property, warrant obtaining an update of the appraisal, or obtaining a new appraisal. If, due to new information, the revised appraisal, or new appraisal indicates a change in the estimate of just compensation approved by the review appraiser, the review appraiser shall conduct a new review, producing a revised analysis and estimate of just compensation.

When the appraiser is requested by the Chief Appraiser to update an appraisal to reflect the possible changes in value since the date of the original report, the revised values are to be supported by appropriate data and analysis furnished as an addendum to the original appraisal. Revised Appraisal, Allocation and Certification forms shall be prepared as necessary.

At the discretion of the Chief Appraiser, a review appraiser may be instructed to reexamine appraised values. This report may be in the form of a memorandum addressed to the Acquisition Supervisor indicating the updated values together with the data and analysis to support any changes. The memorandum must include a breakdown of the estimate of just compensation to indicate the values for land, improvements, buildings, damage to remainder, etc.

PARCEL DELETION

When a parcel is deleted, all files are to be returned to the Chief Appraiser for disposal.